

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER Karl Hansen			JOB NUMBER (JN) M00218	CONTROL SECTION (CS) 17034
DESCRIPTION IF NO JN/CS Bridge Deck Study				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input checked="" type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) (No Resumes)	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes	

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and/or "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services>Vendor/Consultant Selections**

RFP SPECIFIC INFORMATION

☐ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ** ☒ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☒ NO ☐ YES DATED _____ THROUGH _____

<input checked="" type="checkbox"/> Prequalified Services – See page <u>2</u> of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
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☒ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**** For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (**see address list, page 2**). The priced proposal must be submitted in a sealed envelope, clearly marked **"PRICED PROPOSAL."** The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, if QBS/low bid selection to the address indicated below. The bid sheet(s) must be submitted in a sealed envelope, clearly marked **"SEALED BID."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL/BID SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 6	PROPOSAL/BID DUE DATE 1/4/08	TIME DUE 3:00 PM
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

Karl Hansen, P.E.
International Bridge Administration
934 Bridge Plaza
Sault Ste. Marie, MI 49783

Mail one additional stapled copy of the proposal and/or bid sheet(s) to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL/BID SUBMISSION

- 5100D** – Request for Proposal Cover Sheet
- 5100G** – Certification of Availability of Key Personnel
- 5100I** -- Conflict of Interest Statement

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation

SCOPE OF SERVICE For DESIGN SERVICES BRIDGE DECK STUDY

CONTROL SECTION: 17034

JOB NUMBER: M00218

PROJECT LOCATION: International Bridge

South Terminus: International Bridge Plaza, 934 Bridge Plaza, Sault Ste. Marie, MI

North Terminus: International Bridge Plaza, 121 Huron Street, Sault Ste. Marie, ON

DESCRIPTION OF WORK:

The purpose of the study is to analyze and evaluate the International Bridge's deck, and provide recommendations and alternatives for a deck rehabilitation/replacement plan to the International Bridge Administration (IBA) and Joint International Bridge Authority (JIBA).

The study will provide a comprehensive inspection and testing program in order to map, quantify, and qualify the extent of deck deterioration, and to determine the history of the deck condition through research of the deck's maintenance and prior testing history. This is critical in providing future justification for the rehabilitation/replacement alternatives available to the International Bridge Administration (IBA) and for the establishment of capital improvement budgets.

A visual inspection and chaining of the wearing surface shall be performed by the consultant in order to determine surface deficiencies and select potential locations for core sampling. Signs of cracking, raveling, wheel path ruts, and potholes shall be documented. Areas of advanced overlay deterioration shall be evaluated for deteriorated concrete in the deck. A Ground Penetrating Radar (GPR) evaluation may be performed by the Michigan Department of Transportation (MDOT) and the IBA prior to the study, with the analysis results to be provided to the Consultant to aid in the selection of core sample locations. The consultant will then use research findings, visual and chaining findings, and GPR data to generate a plan/profile view 24" x 36" drawing package detailing proposed coring locations on the bridge.

Four inch diameter cores shall be taken to full penetration depth in both travel directions and spaced along the entire length of the bridge to provide a representative sampling of typical deck conditions. Areas of deteriorated concrete and sound concrete shall be selected for coring in both the existing concrete deck and the asphalt overlay deck repair area (Canadian Arch).

The consultant shall provide a base estimate within the technical proposal of the number of concrete cores to be taken on the approach spans, and concrete cores to be taken on the Arch span slabs.

Coring will be performed and samples collected by the MDOT/IBA at locations per plan and as directed on-site by the consultant. The consultant will be responsible for documenting and detailing additional selected on-site cores on a field plan set. Filling of core holes will be performed by MDOT/IBA.

The condition of the stay-in-place forms on the underside of the deck, as well as the deck itself where the pans are deteriorated, shall also be documented and analyzed for deterioration of the main grid bars. The areas of deck deterioration shall be mapped, quantified, and qualified in order to support the overall deck replacement/rehabilitation recommendation. Access to the under deck will be provided to the consultant.

The rate of overlay repairs and deck deterioration shall be plotted over a several year period in order to ascertain the historical performance of the deck system. Information shall be obtained from previous inspection reports and maintenance records. Special attention shall be paid to the silica fume resurfacing work that was done in 1997.

On-site testing will be performed by the consultant, to include visual inspection of the cores for friability, delamination, or other visually discernable characteristics relevant to the condition of the deck, with sample observations recorded for inclusion in the final deliverable. Detailed photography of each core sample shall be done by the consultant. Precise mapping shall be performed by the consultant of all core locations.

Off-site testing shall be performed by an independent testing facility (services which the consultant shall procure) qualified to perform the required core tests for compressive strength and chloride content. In addition to requirements for compression and chloride content tests, provide recommendation for freeze-thaw, air content and petrographic examinations of selected core samples. The consultant shall identify within the technical proposal the estimated number of tests, and the estimated direct expense cost per test, for each type of test. Costs of independent off-site testing, including sample shipping costs, will be paid by the Consultant. The consultant will be responsible for oversight of packing such that samples are adequately and accurately packed to ensure individual sample identification and to protect the samples from shipping damage. The consultant shall also be responsible for procuring the test results and ensuring that the IBA is provided with a separately mailed copy of the results.

The results of the tests shall be summarized and compared to threshold limits where applicable. The results shall also be compared to any other previously performed tests to obtain a historical perspective on the condition of the deck.

ANTICIPATED START DATE: **March 10, 2008**

ANTICIPATED COMPLETION DATE: **August 1, 2008**

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Bridge Project Scoping

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Portland Cement Concrete Inspection & Testing

DBE REQUIREMENT: 0%

MDOT PROJECT MANAGER:

Karl Hansen, P.E.

International Bridge Administration

934 Bridge Plaza

Sault Ste. Marie, MI 49783

(906) 635-5255 ext. 135

(705) 942-4345 ext. 135

Hansenk@michigan.gov

GENERAL INFORMATION:

Basic cost estimates for the construction of various repair/replacement alternatives will be developed as a part of this project. Costs shall be estimated in 2008 dollars.

Dates are subject to authorization to proceed from the IBA Bridge Engineer and are pending contract approval by the Michigan Department of Transportation (MDOT).

All work performed by MDOT/IBA, including traffic control, sample coring, and filling of core holes, will be done at no cost to the consultant.

All work by the consultant will be subject to review by Parsons Transportation Group (Parsons), the IBA's engineer-of-record.

CONSULTANT RESPONSIBILITIES:

The deliverable for this inspection will be attested to be accurate and complete under seal of a Licensed Professional Engineer in the state of Michigan (P.E.) and the province of Ontario, Canada (P. Eng.).

The consultant will directly oversee all on-site testing in order to ensure that precise documentation of core sample location and condition is performed. A quality control (QC) plan shall be submitted.

Following completion of the study, a written report shall be prepared to document the inspection findings. The report shall be prepared in such a manner to include the following:

- A. An executive summary to include narrative description of the findings of the study, including recommendations and alternatives, with costs in 2008 U.S. dollars, for a deck rehabilitation/replacement. Findings shall be supplemented by photographs, sketches, etc. where applicable.

The findings shall be reported in sufficient detail to make it possible to check and report significant changes during future inspections.

- B. Results of visual inspection and deck surface chaining.
- C. Tables, drawings, etc. showing findings for all cores, as well as sufficient descriptive and/or location data so that comparative measurements can be made during future inspections.
- D. A sufficient number of plan profile sheets clearly showing pier numbers, spans, etc. to the extent necessary to clarify core locations described in the report.
- E. Results of on-site and off-site core testing.

Meet with the MDOT/IBA Project Manager to review project, location of data sources and contact persons, and review relevant IBA operations. The Consultant shall review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the study by the project plan completion date. Attention shall be given to critical target dates that may require a large lead time. Identification of the potential activities in this project that may require long lead will be part of the Kick Off Meeting.

1. The Consultant representative shall record and submit type-written minutes for all project related meetings to the MDOT/IBA Project Manager within two weeks of the meeting. The Consultant shall also distribute the minutes to all meeting attendees.
2. Attend any project-related meetings as directed by the MDOT/IBA Project Manager.
3. The CONSULTANT will review and document conformance for each repair/replacement alternative, as per design standards, and recommendation.
4. The CONSULTANT will review and document safety related items which need to be addressed or included in the study. Documentation to include location, existing type and condition, and the recommended treatment.
5. The CONSULTANT WILL incorporate any IBA identified and/or approved (if approved, include copy of IBA approval) local needs/requests into study.
6. The MDOT/IBA Project Manager shall be the official MDOT/IBA contact person for the Consultant. The Consultant must either address or send a copy of all correspondence to the MDOT/IBA Project Manager. This includes all

Subcontractor correspondence and verbal contact records. The MDOT/IBA Project Manager shall be made aware of all communications regarding this project.

7. The Consultant shall contact the MDOT/IBA Project Manager whenever discoveries or design alternatives have the potential to require changes in the scope, limits, quantities, or costs of the project.

IBA/MDOT RESPONSIBILITIES:

- A Schedule and/or conduct the following:
 1. Project related meetings.
 2. Coordinate all activities that require IBA personnel
- B. Furnish information for the area.
- C. Furnish old plans of the area, if available.
- D. Previous studies and related documents.
- E. Supply information on existing pavement or bridge structures as necessary.

REHABILITATION/REPLACEMENT ALTERNATIVES ESTIMATE:

Cost estimates for the construction of the various alternatives will be developed as a part of this project. Costs shall be estimated in 2008 dollars.

PROJECT SCHEDULE:

The scheduled completion date for the Final Study Report is August 1, 2008. A draft study may be submitted as soon as it has been completed, but under no circumstances shall that date be later than June 10, 2008. The Consultant shall use the following events to prepare the proposed implementation schedule:

<u>DATES</u>	<u>TASK</u>
March 10, 2008	Authorization to Proceed
March 12, 2008	Kick Off Meeting
As weather permits	Core Sampling
June 10, 2008	Submit Draft Study Report
June 24, 2008	Meet with IBA to Review Draft Reports
August 1, 2008	Submit Final Study Report
August, 2008	Present Final Study Report to Joint International Bridge Authority Board of Directors

PAYMENT SCHEDULE:

Compensation for this Scope of Services shall be on a **lump sum with milestones** basis in U.S. currency. Such compensation shall be divided into payments for the following portions of the services and in the following amounts:

A.	Draft Study Report	50%
B.	Final Study Report	50%
Total Reimbursement for services:		100%

All milestone payment percentages are negotiable except for the Final Study Report. The MDOT/IBA Project Manager may authorize payment if a milestone is delayed due to circumstances beyond the Consultant's control. The Consultant will not be reimbursed for costs associated with correcting errors or omissions by the Consultant.

Direct expense costs of independent off-site testing, including sample shipping costs, will be paid by the Consultant.

CONSULTANT PAYMENT:

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the "Actual Cost Plus Fixed Fee, Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this Project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT/IBA Project Engineer Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager.

The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

MONTHLY PROGRESS REPORT:

Monthly Progress Report shall be required for this project. A schedule for the submission of these reports will be established at the Kick Off Meeting.

FORMAT:

The Draft and Final Study Reports shall be presented on regular letter size paper (8 ½" x 11") with the exception of maps, sketches and diagrams which shall be on 11" x 17" paper (and folded to match the 8 ½" x 11" paper). A cover sheet indicating Control Section, Job Number, and location description shall also be included.

Any photographs included in the documents shall be in an electronic .jpg format with printouts at 4" x 6", in color, labeled with the location, direction from which the picture was taken, date and particular feature needing improvement.

All project related items are subject to review and approval by the IBA Project Manager.

TRAFFIC CONTROL:

The IBA shall be responsible for all traffic control required to perform the tasks as outlined in this Project Scope of Services.

PRE-QUALIFICATION AND SUBCONTRACTING OF CONTRACT WORK:

The Prime Consultant must be prequalified by the Department in all primary prequalification classifications; however, prequalification of subconsultants is not required. Subconsultants must be qualified as deemed appropriate by the Project Manager. Any questions regarding prequalification should be directed to the Project Manager. The proposed use of subconsultants with a positive prior work history at the International Bridge will be noted during proposal review, and points associated with prior work experience assigned accordingly.

The Project Manager's qualification approval is not a guarantee or warranty of the subconsultant's ability to perform or complete the work subcontracted. The Prime Consultant remains fully responsible to the Department and IBA for completion of the work according to the contract as if no portion of it had been subcontracted.

All subconsultant communications with the Department shall be through the Prime Consultant to the MDOT/IBA Project Manager. This requirement may be waived if a written communication plan is approved by the MDOT/IBA Project Manager.

The Department may direct the immediate removal of any subcontractor working in violation of this subsection. Any costs or damages incurred are assumed by the Prime

Consultant by acceptance of the contract. It is further understood that the Prime Consultant's responsibilities in the performance of the contract, in case of an approved subcontract, are the same as if the Prime Consultant had handled the work with the Prime Consultant's own organization.

SECURITY PROVISIONS:

Special security measures and clearances will be required on this project. Details of security requirements will be addressed with the selected consultant.